



November 6, 2023 - Meeting Minutes

Principal: Michael Kanalac

Voting Members:

Co-Chairs: Sara Chow & Japmeen Johal

Treasurer: Brooke Hilditch

Secretary: Shauna Stokely

Communications Coordinators: Christie Ginger-Carson & Jessica Kuhn

Equity Liaison: Mike Norman

Safe and Caring Schools Representative: Gina Vivian

Parent Liaison: Jessie Singh

Fundraising Chair: *vacant*

Voting Members: Lara Harris, Helen Kwan, Megan Lau

Teacher Representative: Bev Myhal

Support Staff Representative: Linda Regan-Boriska

1. Opening
Attendance: In-person: Sara Chow, Japmeen Johal, Jessica Kuhn, Bev Myhal, Gina Vivian, Mike Norman, Amanda Brown, Sarah Harwood, Michelle Reidel, Helen Kwan, Meagan Lau, Lara Flynn, Brooke Hilditch Online: Brooke Hilditch, Elaine Dibon-Smith, Emerson Duncan, Stacey Lortz, Christopher Thai, Melissa Bangma, Christie Ginger-Carson
Land Acknowledgement
Thank you for new council members, pizza day volunteers, kiss and ride volunteers, grant application volunteers, and to Japmeen for statement of need
Approval of previous minutes: Sara, Japmeen, Jessica, Jessie, Shauna, Gina, Mike, Bev, Lara, Helen, Megan
Approval of Agenda: Sara, Japmeen, Jessica, Jessie, Shauna, Gina, Mike, Bev, Lara, Helen, Megan

2. Treasurer Report		
<p>Opening balance : \$30,754 → Doesn't count pizza lunches that we have to pay for! Also need to pay Astronomy and Mad Science Pizza lunch estimated: ~\$9K profit BBQ: ~\$3,500 AVAILABLE to use: ~\$14,205</p>	Vote:	Action Items:

3. Council Communications with members at large		
<p>Call out for classroom parent reps -There is a link on the SAB facebook group for class chat reps. Call out for volunteers. First come, first served. Role is to disseminate information from council/school to parents. Job is to copy-paste information into class chat. -Important to choose a platform that most/all parents have access to, and also for teachers to have access. -Will also post physical information on a bulletin board by the school front door. -Suggestion to add council website (which is part of SAB school website) as a link in teacher parents in teacher-sent emails -Concerns around too many sources of information. Some consensus that the School Council webpage be the source of information.</p>	Vote:	<p>Action Items:</p> <p>Action Items: Parents (one per class) to volunteer.</p> <p>Other methods for updating: bulletin board at front of school; link for school council page in teachers' emails to parents as well as highlighting link to council page in next newsletter</p>

4. Council Positions		
<p>Vacant Fundraising Chairs -Would need to increase from a 12- to a 13-member voting council and amend bylaws accordingly to determine what quorum is (51%+) -Interest in the position was shown by a member at large; or a current council member who is not assigned to a role can step in without a vote.</p>	<p>Vote to amend bylaws - by vote and quorum by 51% - PASS Sara, Japmeen, Jessie, Jessica, Shauna, Bev, Gina, Mike, Helen, Lara, Brooke, Shauna</p> <p>Vote to make Alyssa Wenzel Fundraiser Chair - PASS</p>	Action Items:

	Sara, Japmeen, Jessie, Jessica, Shauna, Bev, Gina, Mike, Helen, Lara, Brooke, Shauna	
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5. Council Goals & Volunteers		
<p>-Overarching goals for council:</p> <ul style="list-style-type: none"> • Literacy: • Math & Arts: Working on having a math workshop targeted at helping parents support their kids in math development • Experiences: Have Astronomy and Science experiences booked. • Diversity-Equity-Inclusion (DEI) <p>→ Hoping that fundraising efforts cover those buckets evenly</p> <p>-Call for volunteers:</p> <ul style="list-style-type: none"> • <u>Kiss and Ride</u> (police record not required) • <u>Book Fair 13-17</u> (police record check started & meeting with Mr. Kanalac) → sign up sheet to be posted on facebook and circulated in e-mail. Don't really need parents in the day BUT need significant parent helpers for evening of Thursday from 3:30-7:45, even if just for an hour. 	<p>Vote:</p>	<p>Action Items:</p>

6. Funding Requests		
<p>Kindergarden Sandbox Update: Last year's council tabled this project for this year. Some logs were burnt in the fire (June 2023), no enclosed sand space, logs are rotting away. No TDSB budget for playground space.</p> <p>-To go through TDSB, will take some time and a lot of money. No harm in asking for a quote.</p> <p>Request to vote on field trip funding to be earlier in the year, possibly carry over funding from the end of this year. Would be dependent on the financial status of the council later in the year.</p>	<p>Vote:</p> <p>18 home rooms for field trips at \$250 (Total: \$4500) Sara, Japmeen, Jessie, Jessica, Shauna, Bev, Gina,</p>	<p>Action Items:</p> <p>Table sandbox for next meeting. Michael to ask Gail (TSDDB outdoor architect) for quote.</p> <p>-May/June Council meeting: Review financial situation and</p>

<p><u>Bev Myhal polled teachers:</u> -15/16 would like to receive classroom allocation from Council. Examples listed were art supplies, occasional teacher-pay-teacher resources, dollarstore, craft supplies, mittens/socks, supplies not available through TDSB catalog, gifts for mothers/fathers day, hands on inquiry based learning, diversity/culturally relevant books. → Overall used for classroom and student needs. -If classroom money was not allotted, what are school wide projects/benefits that would be good?</p> <ul style="list-style-type: none"> ● Improved sound system ● School wide membership for math and literacy programs ● Field trips ● Decodeable books ● Classroom libraries ● Kindergarten sandpit ● Skating program: skates and helmets <p>-All teachers thank the council for generosity for any amount, all teachers preferred to be in charge of their own budget, and Mme Mahaney (art teacher) asked for her own budget as her whole program is consumable.</p> <p>There was a delineation from trips and classroom fund. If the teacher didn't go on a trip/in-school activity), then the residual funds would be re-absorbed into council. Bus is \$300+/trip.</p> <p>Input from Bev Myhal was that a lump sum not per student would be favorable. There are 18 home rooms. 30 staff total who do programming for kids looking for discretionary funding. Also Art and Phys Ed funding. 23 OCT teachers, 30 staff.</p> <p>Suggestion for deadline to go on trip versus not to plan for surplus money spending. Bev Myhal proposed April 30, 2024 would be reasonable.</p> <p>Overnight trips: requires BIG sacrifice from teachers who are leaving their families for 2-3 nights. No guarantee that there will be overnight trips. Mr. Kanalac advised against putting away funds for a specific overnight trip and instead favored a fund that would support all field trips.</p> <p>Concern that Almond Fundraiser is not happening this year and there is not a big fundraiser planned.</p>	<p>Mike, Helen, Kwan, Brooke, Christie, Lara, Megan</p> <p>All programming Staff (30) discretionary budget - PASS Sara, Japmeen, Jessie, Jessica, Shauna, Bev, Gina, Mike, Helen, Kwan, Brooke, Christie, Lara, Megan</p> <p>Vote to make discretionary fund \$100/teacher ro programming staff (Total: \$3,000) - PASS Sara, Japmeen, Jessie, Jessica, Shauna, Bev, Gina, Mike, Helen, Kwan, Brooke, Christie, Lara, Megan</p>	<p>propose/vote as appropriate</p> <p>Amount of discretionary fund to be reevaluated in new year after some fundraising events have taken place.</p>
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7. Proposals for 2023/24 Council		
<p>Trevor Brown - Two hour math workshop for Parents. Applied for \$1500 grant for School Council Initiative. Have not yet heard back from Grant. (\$250 speaker fee, remainder on take home packages). Targeting earlier date to maximize benefit for parents, as well as possible streaming/recording options. Support from Mr. Kanalac and suggestion to use library space.</p> <p>Request: Can council fund this regardless if the grant is successful or not? With the understanding that if the grant is not approved, council would be required to cover the cost. It would be possible to pay the speaker fee and then not purchase as many take-aways.</p>	<p>Vote: \$750 for speaker fee and 50 packages - PASS Sara, Japmeen, Jessie, Jessica, Shauna, Bev, Gina, Mike, Helen, Kwan, Brooke, Christie, Lara, Megan</p>	<p>Action Items: Mike to coordinate dates with Trevor Brown and arrange permits/space with Michael Kanalac, and disseminate information through comms team</p>

8. Safety Update		
<p>Requesting signage for gates, flu shot and public health guidelines awareness for when you can send your child to school with respect to symptoms of communicable illnesses</p>	<p>Vote:</p>	<p>Action Items: Gina to follow-up with Michael Kanalac offline re signage requests, fixing gates</p> <p>Gina to coordinate with comms team re facebook group for flu shots and symptoms/public health info.</p>

9. Grade 5 Council Update		
<p>Lindsay Norman and Michelle Reidel. Putting together a committee. Fundraising dance: Feb 9 Ask for \$500 as a discretionary fund. If there is surplus, the committee pays back the \$500 and any further surplus will donate to a registered charity (directed by student interests)</p>	<p>Vote: \$500 discretionary fund for Grade 5 committee: PASS Sara, Japmeen, Jessie, Jessica, Shauna, Bev, Gina, Mike, Helen, Kwan, Brooke, Christie, Lara, Megan</p>	<p>Action Items:</p>

10. Poinsettia Fundraiser		
<p>Lara: Leader</p> <p>-Dec 3 would be order deadline so pickup = Dec 15</p> <p>-Various options at accessible cost points (\$11-20/plant)</p> <p>-All funds have to go through cash online. Have to send students home with an order form.</p> <p>-Minimum commitment order: \$300 (38 of the minimum)</p> <p>-Flat \$25 delivery. Would come out of profits.</p>	<p>No vote needed; council was confident minimum amount of purchase would be met for the fundraiser to be successful (~2 plants per class)</p>	<p>Action Items:</p> <p>Lara to clarify a couple of points with vendor and arrange logistics with Michael Kanalac</p>

11. Spring Dance (Fundraiser)		
<p>Proposed date: April 26 (Friday)</p>		<p>Action Items:</p> <p>Michael Kanalac to book gym</p>

Principals Update (By Michael Kanalac)
<p>Overview of every line item in school budget from TDSB - the dollar amount given as well as what this was spent on.</p> <p>The budget is available to all on the TDSB main page → school budget. Michael then prepares a spread sheet with the breakdown that must balance the school's allotment.</p> <p>Some approximate notes/highlights:</p> <ul style="list-style-type: none"> ● SAB gets base funding of \$5K and then additional student allocation, library allocation, school office allocation, immersion allocation (based on French learning resources being more expensive than English resources), school council allocation, learning supplements, and special education. There is NO funding received in some areas that are more middle/high-school focused (e.g., special arts programs, IB schools, etc.) ● Operating budget: \$59,780 - has fluctuated +/- \$100 for the last two decades. ● Michael takes the budget and fills out the a spreadsheet that must be balanced: <ul style="list-style-type: none"> ○ Number of leased machines (fax, photo copy, etc.) –4400/year; telephone and voice apps: 2400/yr ○ Office supplies: 3K ○ School Council: \$486 for meeting expenses ○ Technology equipment (chromebooks, ipads, teacher laptops) \$4500 (*excludes grade 5 chromebooks BUT does encompass if child is issued a one-to-one device, the school does have to pay to replace that if it gets broken) ○ Supply teacher: \$1945 - for release time for professional development

- Teacher release - 7K (for sports teams, monthly school support meetings; NOT sick times or personal leave days)
- Supply Teaching benefits - have to pay benefits on top of salary
- Programming:
 - Arts program - \$500 to Mme Mahaney for consumables
 - Library \$5543 - Ms Botham's teacher librarian allocation; used to purchase books (French and English) and supplies to run the program
 - \$2k for regular program for literacy materials and \$3500 for Fr programs (split based on ratio of Eng to Fr students)
 - Regular day school (Michael's budget) - 3 guided reading tables for 3 teachers; another 3 classrooms requested these tables for a total of \$2400
 - Tech repairs: \$1K
 - Tech supplies - have streamlined printers to upstairs or downstairs photocopiers and can print to a color printer - each class has 200 colour prints. Colour printer is 1K for four cartridges replaced 2-3x/year. BUT worth it because colour can help with learning.
 - Phys Ed - 1K for dance supplies and gym equipment. Not a lot but if they need something specifically it can be requested and come from broader budget (day school)
 - Learning opportunities - \$751 & Spec ed supplement - \$460: some fluidity with these buckets to support each other and add learning opportunities
 - Photocopy paper: 2 boxes of paper/teacher for the whole year. If they run out of those boxes, then third box comes out of classroom budget (\$36/boxx)
 - Mailing expenses: \$185 - mail out character certificates, EQAO results, etc. 500
 - Student awards: 700
 - Grade 5 transition support - \$500 to cover bus to get to John English
 - Classroom allocations: \$20/student for consumables to run the classroom program. Excludes 2 boxes of paper ,rizo paper, paper towels.
- Courier: \$100 to cover expense of mailing IEPs if a student changes schools. This can be not enough as we courier records but sometimes Michael will drive the record himself.
- Furniture/equipment: \$1K (e.g., reading instruction tables for teachers to work more effectively in small groups)

TOTAL budget for 2023/24 school year: \$59,780

Question of use of fax machine: integrated into the machines. Some providers (medical, allied health professionals) do use faxes.

Couriers - possibly switching providers to save money.

